**2012-2014-LEA/Charter Technology Plan  
Notes and Guidelines for Completion**

Use the state plan as a guide and/or starting point for planning and composing your LEA plan. Please note that this does not mean that it is as comprehensive and requires the same amount of pages. Your LEA/charter plan MUST address each of the State School Technology Plan’s Strategic Priorities; however, the Guiding Questions are intended to provide examples of items that should be addressed locally. Scale the plan narratives and objectives to fit your LEA/charter school.

**Do not plan in isolation.** Align and then reference or embed your plan with/within other ongoing initiatives in your LEA/Charter such as RttT and ACRE. Making the technology plan a part of your strategic planning processes is also another strategy and high beneficial for implementation and stakeholder utilization.

Utilize the planning time to identify redundancy in applications and programs in your LEA/Charter. Eliminate duplicates and those less worthy of use.

Seek innovative funding scenarios. LEA/Charters that allow funding models where spending is in isolation within program areas can be better served by switching to a more blended planning/budgeting model.

Choose evaluation methods that are manageable and provide useful data. Remember that you may have evaluation processes already in place that are meaningful and acceptable for your plan goals and objectives.

Engaging leadership will be critical for all these processes.  
  
**HELPFUL LINKS:**

|  |  |
| --- | --- |
| [USAC: Questions to Consider](http://www.usac.org/sl/applicants/step02/technology-planning/questions-consider-technology-planning.aspx) | [NCDPI Instructional Technology Division](http://it.ncwiseowl.org/UserFiles/Servers/Server_4500932/File/2011-LEAtechplan/it.ncwiseowl.org) |
| [4 Basic Requirements](http://www.usac.org/sl/applicants/step02/) | [NC State School Technology Plan (SSTP)](http://it.ncwiseowl.org/accountability/north_carolina_educational_technology_plan/proposed_1113_sstp/) |
| [NCDPI Connectivity Services](http://www.ncpublicschools.org/connectivity/) | [NC Education Cloud](http://www.racetothetop.nc.gov/) |
| [USAC CIPA Requirement](http://www.sl.universalservice.org/reference/CIPAGuidance2003.asp) USAC has not yet updated its website to reflect the recent FCC CIPA.  The [FCC order](http://www.olis.ri.gov/grants/erate/includes/cipaorder.pdf) gives details concerning the new provisions and requirements. | |

**Technology Integration Plan – Erate Requirements**

**FOUR REQUIRED ELEMENTS:**

The [four required TIP components](http://www.usac.org/sl%20applicants/step02/) to support the services requested on the Form 470 are available online.

To qualify as an approved technology plan for Schools and Libraries Program discount, the plan must meet [the following] criteria:

|  |  |
| --- | --- |
| **Required element:** | **State/LEA/Charter Priorities** |
| **1.** The plan establishes **clear goals and a realistic strategy** for using telecommunications and information technology to improve education**.** | **Priority 1, 2 and 3** |
| **2**. The plan has a **professional development strategy** to ensure that staff knows how to use these new technologies to improve education. | **Priority 4 and 5** |
| **3.** The plan includes an assessment **of the telecommunication services, hardware, software**, and other services that will be needed **to improve education**. | **Priority 1, 2, 3  AMTR serves to document ongoing count and trends.** |
| **4.** The plan includes an **evaluation process** that enables the school to monitor progress toward the specified goals and make mid-course corrections in response to new developments and opportunities as they arise | **Cloud processes such as interviews and use of ongoing instruments such as STNA, LoFTI to enable-monitoring and ongoing adjustments and planning for all Priorities.** |

**POSTING PLAN:**

All referenced/utilized plans including your technology plan must be made available in an easily readable and accessible format on your **LEA/Charter** website so as to be accessible by community as well as vendors during the 470/471 processes. Policies should also be displayed in the same location.

**Evaluation Guidelines**

**Required evaluation methods:**

**The use of all four evaluation method/models listed below are essential in your plan, as well as other appropriate methods. You may substitute another type equivalent evaluation method/model if the same/similar outcomes can be accomplished. *Use of these essential evaluation methods will address evaluation requirements as stipulated by Erate guidelines which require ongoing monitoring and adjustments.***

1. School Technology Needs Assessment – STNA

2. Looking for Technology Integration - LoFTI

3. Professional Development Evaluations/Questionnaires/Surveys

4. RttT Evaluation Data

**Other suggested evaluation methods:**

Longitudinal Student Data – Attendance, Discipline, Classroom comparisons, etc.

Longitudinal Data for Teacher Retention

Application reports

Content Filtering reports

Network monitoring reports

Innovative Budgeting Comparisons

NCEdCloud Opt-in Agreements

Professional development plans/outlines/agendas with proof of completion such as sign-in sheets

MCREL Reports  
PLC Plans

Formative data from project/initiative  
Qualitative measures of success

Conference attendance

21st Century Assessment

AMTR

Rubrics

Exemplars of student work

Network Readiness Assessments

**Evaluation Methods not meeting approval standards:**

Formative, benchmarking or summative assessments

Lab or Cart use logs

Professional Development sign-in sheets without other documentation such as agendas, outlines, surveys, lessons plans, etc.

**Document Retention:**

All applicants and service providers are required to retain documents related to the Universal Service Fund for a period of at least **five (5) years from last date of service**. The suggested list of documents to be retained can be found in Paragraphs 45-50 in the FCC's 5th Report and Order [(FCC 04-190).](http://www.usac.org/sl/about/document-retention-requirements/default.aspx)

**Approval Checklist**

This checklist will be used by your consultant while reviewing and approving for movement to the State Board for approval:

|  |  |  |
| --- | --- | --- |
| **Complete** | **NCSSTP Elements** | **Components** |
|  | Signature Page | Preliminary Components |
|  | Title Page |  |
|  | Table of Contents |  |
|  | Committee List |  |
|  | Vision Statement/Narrative |  |
|  | Strategic Priorities Narrative |  |
|  | Priority 1 Elements Complete\* | 1. The plan establishes clear goals and a realistic strategy for using telecommunications and information technology to improve education.  3. The plan includes an assessment of the telecommunication services, hardware, software, and other services that will be needed to improve education. |
|  | Priority 2 Elements Complete\* |  |
|  | Priority 3 Elements Complete\* |  |
|  | **AMTR**  (Annual Media and Technology Report) Complete and Periodically updated | Count/Inventory requirement |
|  | Priority 4 Elements Complete\* | 2. The plan has a professional development strategy to ensure that staff knows how to use these new technologies to improve education. |
|  | Priority 5 Elements Complete\* |  |
|  | Utilization of Cloud Resources | 4. The plan includes an evaluation process that enables the school to monitor progress toward the specified goals and make mid-course corrections in response to new developments and opportunities as they arise |
|  | Alignment to 3 key initiatives |  |
|  | Use of required evaluation tools |  |
|  | All objectives measureable |  |
|  | All addressed | Appendix A: Required Policies |
|  | Current |  |
|  | Board approval dates included |  |
|  | LEA Policy Noted and Posted |  |

**\*Questions answered in narrative, alignments complete, targets addressed.**

|  |
| --- |
| Notes: |
|  |
|  |
|  |

REQUIRED SUBSTANTIVE COMPONENTS

OF THE

LOCAL SCHOOL DISTRICT TECHNOLOGY PLAN

Schools, school districts, and libraries that want to apply for Schools and Libraries support, commonly referred to as "E-rate," must first prepare a technology plan. Beginning with FY2011, technology plans are required only for Priority 2 services (Internal Connections and Basic Maintenance of Internal Connections). An approved technology plan sets out how information technology and telecommunications infrastructure will be used to achieve educational goals, specific curriculum reforms, or library service improvements.

A technology plan designed to improve education should cover the entire funding year (July 1 to June 30) but not more than three years. The plan must contain the following elements:

**Goals and realistic strategy for using telecommunications and information technology  
A professional development strategy  
An assessment of telecommunication services, hardware, software, and other services needed  
Ongoing evaluation process  
Policies**

The technology plan must be approved by a USAC-certified technology plan approver before discounted services can begin. The state is the certified technology plan approver for libraries and public schools. [www.usac.org](http://www.usac.org), August, 2011.

|  |  |
| --- | --- |
| LEA/Charter Name: |  |
| LEA/Charter Number: |  |
| Superintendent Name: |  |
| Superintendent Signature |  |
| Local Board Chair Name: |  |
| Local Board Chair Signature: |  |
| Person of Contact: |  |
| Telephone: |  |
| Contact Email: |  |

LEA/Charter NAME   
Technology Plan

2012-2014

Draft November 2011

Final July 2012

**Table of Contents**

**PLEASE REMOVE GUIDING NOTES/PLACEHOLDERS BEFORE SUBMISSION**

|  |  |
| --- | --- |
| **Vision** | **Page #** |
| **Strategic Priorities Overview** | **Page #** |
| **Priority 1: Shared Services Model** | **Page #** |
| **Priority 2: Universal Access to Personal Teaching and Learning Devices** | **Page #** |
| **Priority 3: Access to Digital Teaching and Learning Resources, Including Digital Textbooks** | **Page #** |
| **Priority 4: Model of Technology-Enabled Professional Development** | **Page #** |
| **Priority 5: 21st Century Leadership for Your LEA** | **Page #** |
| **Appendices** | **Page #** |
| **References** | **Page #** |

**LEA NAME  
Technology Planning Committee/MTAC**

|  |  |
| --- | --- |
| **Member** | **Job Title/Position** |
| <Name> | <Title> |
| <Name> | <Title> |
| <Name> | <Title> |
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**PLEASE REMOVE GUIDING NOTES and DIRECTIONS BEFORE SUBMISSION**

**<LEA NAME> Technology Plan**

**2012-2014**

Vision Statement

**Vision Statement**

Notes: Vision is a long-range picture of how the “world will be” if you’re successful in your work.

Vision Statements:

* + Work as a guide for the work in your LEA
  + Focus on key desires/wishes.
  + Boundaries ignored
  + Inspires and evokes enthusiasm and interest
  + Guides decision making and strategy

**<LEA NAME>Technology Plan**

**Strategic Priorities**

**2012 - 2014**

Strategic Priorities Overview: Your narrative should address how you will locally plan and implement the five strategic priorities. You may want to use the narrative from the State School Technology Plan for guidance.  **The North Carolina State School Technology Plan can be found on the NCDPI** [**Instructional Technology Division webpage**](http://it.ncwiseowl.org) **under Accountability.**   
  
**Shared Services Model**

**Universal Access to Personal Teaching and Learning Devices**

**Access to Digital Teaching and Learning Resources, Including Digital Textbooks**

**Model of Technology-Enabled Professional Development**

**21st Century Leadership for Your LEA/Charter**

**Strategic Priority 1: A Statewide Shared Services Model**

***Essential Questions for* <LEA/Charter name>**

**How will we leverage collaborative purchasing to pay substantially less for technology services and platforms?**

**How can a Statewide Shared Services Model assist in shifting primary support from infrastructure to instructional needs?**

**How can a Statewide Shared Services Model enable increased infrastructure and technology efficiency and sustainability?**

**How can a Statewide Shared Services Model provide higher service reliability?**

**How can a Statewide Shared Services Model facilitate more strategic budgeting models for our LEA/Charter School?**

***Current Status and Moving Forward***Write a concise narrative addressing the essential questions pertinent to your LEA/Charter. Remember, these questions are meant to guide your local priorities, and should not be considered inclusive.

**Using the chart below, briefly describe/explain how your LEA/Charter plan will utilize and align with the strategies in place in other plans/ initiatives being implemented in your LEA.**

|  |  |
| --- | --- |
| **Alignment to Other Plans and Initiatives:  Strategic Priority 1: A Statewide Shared Services Model**  **<LEA/CHARTER NAME> will utilize and align with the following key initiatives/plans to reach for the vision and complete the strategic priorities of our plan...** | |
| **ACRE** | |
|  | **Example: By participating in the shared services model offerings, our LEA/Charter will better prepare for the transition to online assessments, digital textbooks and universal access to personal teaching devices.** |
| **Career and College Ready, Set, Go!** | |
|  |  |
| **Race to the Top Local and State Scopes of Work** | |
|  |  |
| **Other LEA initiatives/plans** | |
|  |  |
| **Other LEA initiatives/plans** | |
|  |  |
| **Other LEA initiatives/plans** | |
|  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1. Statewide Shared Services Model  Goals should be precise and measurable. See notes/guidelines regarding evaluation.** | | | | |
| **Suggested Goals/Targets** | **Year 1  July 1, 2012 – June 30, 2013** | **Year 2 July 1, 2013 – June 30, 2014** | **Yearly Evaluation** | |
| **Evaluation Method(s)** | **DPI Use** |
| **Provide equitable and additional access to mobile devices and** | <Activity>  <Responsible> | <Activity>  <Responsible> |  |  |
| **Provide equitable and additional access to digital resources** | <Activity>  <Responsible> | <Activity>  <Responsible> |  |  |
| **Reduce operating costs by facilitating a more strategic budgeting model** | <Activity>  <Responsible> | <Activity>  <Responsible> |  |  |
| **Facilitate a more strategic budgeting model utilizing blended funding and reducing isolated programmatic spending** | <Activity>  <Responsible> | <Activity>  <Responsible> |  |  |
| **Promote/maintain innovative funding model by utilizing NCEdCloud offerings and alternatives** | <Activity>  <Responsible> | <Activity>  <Responsible> |  |  |
| **Maximize E-rate in support of instructional programs** | <Activity>  <Responsible> | <Activity>  <Responsible> |  |  |
| **Provide content filtering in accordance with the Children's Internet Protection Act (CIPA).** | <Activity>  <Responsible> | <Activity>  <Responsible> |  |  |
|  | <Activity>  <Responsible> | <Activity>  <Responsible> |  |  |
|  | <Activity>  <Responsible> | <Activity>  <Responsible> |  |  |

**Strategic Priority 2**: **Universal Access to Personal Teaching and Learning Devices**

***Essential Questions***

**What is universal access to personal teaching and learning devices?**

**Why do our teachers and students need access to personal teaching and learning devices?**

**How will we provide ample access to individual teaching and learning devices?**

**What models can be used for implementing universal access to personal teaching and learning devices in our LEA/Charter.**

***Current Status and Moving Forward***Write a concise narrative addressing the essential questions pertinent to your LEA/Charter. Remember, these questions are meant to guide your local priorities, and should not be considered inclusive.

**Using the chart below, briefly describe/explain how your LEA/Charter plan will utilize and align with the strategies in place in other plans/ initiatives being implemented in your LEA.**

|  |  |
| --- | --- |
| **Alignment to Other Plans and Initiatives:  Strategic Priority 2: Universal Access to Personal Teaching and Learning Devices**  **<LEA/CHARTER NAME> will utilize and align with the following key initiatives/plans to reach for the vision and complete the strategic priorities of our plan...** | |
| **ACRE** | |
|  |  |
| **Career and College Ready, Set, Go!** | |
|  |  |
| **Race to the Top Local and State Scopes of Work** | |
|  |  |
| **Other LEA initiatives/plans** | |
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| **Other LEA initiatives/plans** | |
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| **Other LEA initiatives/plans** | |
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| --- | --- | --- | --- | --- |
| **Priority 2: Universal Access to Personal Teaching and Learning Devices  Goals should be precise and measurable. See notes/guidelines regarding evaluation.** | | | | |
| **Suggested Goals/Targets** | **Year 1  July 1, 2012 – June 30, 2013** | **Year 2 July 1, 2013 – June 30, 2014** | **Yearly Evaluation** | |
| **Evaluation Method(s)** | **DPI Use** |
| **Develop a comprehensive sustainable LEA plan for universal access. *Resources: NCDPI, NCLTI, Educator Recruitment & Development, and District & School Transformation*** | <Activity>  <Responsible> | <Activity>  <Responsible> |  |  |
| **Communicate your plan to all stakeholders.** | <Activity>  <Responsible> | <Activity>  <Responsible> |  |  |
| **Increase overall access to personal learning devices.** | <Activity>  <Responsible> | <Activity>  <Responsible> |  |  |
| **Utilize Personal Learning Devices to promote student owned learning.** | <Activity>  <Responsible> | <Activity>  <Responsible> |  |  |
|  | <Activity>  <Responsible | <Activity>  <Responsible |  |  |
|  | <Activity>  <Responsible | <Activity>  <Responsible |  |  |

**Strategic Priority 3: Statewide Access to Digital Teaching and Learning Resources, Including Digital Textbooks**

***Essential Questions***

**What are digital teaching and learning resources? What are digital textbooks?**

**Why do teachers and students need access to digital teaching and learning devices?**

**What are the benefits of digital textbooks?**

**What are open educational resources and how can they is used?**

**How can access to these resources be increased in our LEA?**

***Current Status and Moving Forward***Write a concise narrative addressing the essential questions pertinent to your LEA/Charter. Remember, these questions are meant to guide your local priorities, and should not be considered inclusive.

**Using the chart below, briefly describe/explain how your LEA/Charter plan will utilize and align with the strategies in place in other plans/ initiatives being implemented in your LEA.**

|  |  |
| --- | --- |
| **Alignment to Other Plans and Initiatives:  Strategic Priority 3: Statewide Access to Digital Teaching and Learning Resources, Including Digital Textbooks**  **<LEA/CHARTER NAME> will utilize and align with the following key initiatives/plans to reach for the vision and complete the strategic priorities of our plan...** | |
| **ACRE** | |
|  |  |
| **Career and College Ready, Set, Go!** | |
|  |  |
| **Race to the Top Local and State Scopes of Work** | |
|  |  |
| **Other LEA initiatives/plans** | |
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| **Other LEA initiatives/plans** | |
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| **Other LEA initiatives/plans** | |
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| --- | --- | --- | --- | --- |
| **3: Statewide Access to Digital Teaching and Learning Resources, Including Digital Textbooks  Goals should be precise and measurable. See notes/guidelines regarding evaluation.** | | | | |
| **Suggested Goals/Targets** | **Year 1  July 1, 2012 – June 30, 2013** | **Year 2 July 1, 2013 – June 30, 2014** | **Yearly Evaluation** | |
| **Evaluation Methods(s)** | **DPI Use** |
| **Shift from traditional print and paper-based resources to affordable, current online resources** | <Activity>  <Responsible> | <Activity>  <Responsible> |  |  |
| **Utilize procured resources such as NC WiseOwl, and other open education resources** | <Activity>  <Responsible> | <Activity>  <Responsible> |  |  |
| **Use digital content aligned specifically to Common Core and NC Essential Standards** | <Activity>  <Responsible> | <Activity>  <Responsible> |  |  |
| **Ensure equity to digital teaching and learning resources from school to school in your LEA.** | <Activity>  <Responsible> | <Activity>  <Responsible> |  |  |
|  | <Activity>  <Responsible> | <Activity>  <Responsible> |  |  |
|  | <Activity>  <Responsible> | <Activity>  <Responsible> |  |  |

**Strategic Priority 4: A Statewide Model of Technology-Enabled Professional Development**

***Essential Questions***

**What skills are needed to transition to digital teaching and learning resources?**

**How can these skills be delivered and sustained to our LEA teachers and administrators?**

**How do teachers, administrators, and staff work with colleagues to guide our LEA toward more effective uses of 21st Century tools for teaching, learning, and managing instruction?**

**How are teachers, administrators, and staff prepared to understand, implement, and assess the span of skills and processes that students need to succeed in the 21st Century?**

**How are teachers, administrators, and staff prepared to apply 21st Century assessment systems to inform instruction and measure 21st Century knowledge, skills, performance, and dispositions?**

***Current Status and Moving Forward***Write a concise narrative addressing the essential questions pertinent to your LEA/Charter. Remember, these questions are meant to guide your local priorities, and should not be considered inclusive.

**Using the chart below, briefly describe/explain how your LEA/Charter plan will utilize and align with the strategies in place in other plans/ initiatives being implemented in your LEA.**

|  |  |
| --- | --- |
| **Alignment to Other Plans and Initiatives:  Strategic Priority 4: A Statewide Model of Technology-Enabled Professional Development**  **<LEA/CHARTER NAME> will utilize and align with the following key initiatives/plans to reach for the vision and complete the strategic priorities of our plan...** | |
| **ACRE** | |
|  |  |
| **Career and College Ready, Set, Go!** | |
|  |  |
| **Race to the Top Local and State Scopes of Work** | |
|  |  |
| **Other LEA initiatives/plans** | |
|  |  |
| **Other LEA initiatives/plans** | |
|  |  |
| **Other LEA initiatives/plans** | |
|  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **4: A Statewide Model of Technology-Enabled Professional Development Goals should be precise and measurable. See notes/guidelines regarding evaluation.** | | | | |
| **Suggested Goals/Targets** | **Year 1  July 1, 2012 – June 30, 2013** | **Year 2 July 1, 2013 – June 30, 2014** | **Yearly Evaluation** | |
| **Evaluation Method(s)** | **DPI Use** |
| **Implement a plan for embedded technology-enabled professional development for teachers and administrators.** | <Activity>  <Responsible> | <Activity>  <Responsible> |  |  |
| **Support models that promote and further the ideals of technology-enabled and integrated professional development** | <Activity>  <Responsible> | <Activity>  <Responsible> |  |  |
| **Prepare media specialists and instructional technology facilitators to support digital reform.** | <Activity>  <Responsible> | <Activity>  <Responsible> |  |  |
| **Deliver Common Core and Essential Standards training to teachers using integrated technology as a model for further classroom integration.** | <Activity>  <Responsible> | <Activity>  <Responsible> |  |  |
| **Prepare staff for online assessment delivery.** | <Activity>  <Responsible> | <Activity>  <Responsible> |  |  |
| **Prepare students for online assessment delivery.** | <Activity>  <Responsible> | <Activity>  <Responsible> |  |  |
| **Provide ongoing support and professional development necessary for use of data to inform instruction.** | <Activity>  <Responsible> | <Activity>  <Responsible> |  |  |
| **Provide support for teacher and administrator progress and evaluation according to MCREL standards.** | <Activity>  <Responsible> | <Activity>  <Responsible> |  |  |
|  | <Activity>  <Responsible> | <Activity>  <Responsible> |  |  |
|  | <Activity>  <Responsible> | <Activity>  <Responsible> |  |  |

**Strategic Priority 5: 21st Century Leadership for All Schools and Districts**

***Essential Questions***

**Are your LEA/Charter leaders prepared to lead and create a vision for 21st century education?**

**Are mechanisms in place for school leaders to create 21st century learning cultures?**

**Are professional growth programs/opportunities available to prepare teachers and administrators to lead 21st century learning environments?**

***Current Status/Moving Forward***Write a concise narrative addressing the essential questions pertinent to your LEA/Charter. Remember, these questions are meant to guide your local priorities, and should not be considered inclusive.

**Briefly describe/explain how your LEA/Charter plan will utilize and align with the strategies in place in other plans/ initiatives being implemented in your LEA.**

|  |  |
| --- | --- |
| **Alignment to Other Plans and Initiatives:  Strategic Priority 5: 21st Century Leadership for All Schools and Districts**  **<LEA/CHARTER NAME> will utilize and align with the following key initiatives/plans to reach for the vision and complete the strategic priorities of our plan...** | |
| **ACRE** | |
|  |  |
| **Career and College Ready, Set, Go!** | |
|  |  |
| **Race to the Top Local and State Scopes of Work** | |
|  |  |
| **Other LEA initiatives/plans** | |
|  |  |
| **Other LEA initiatives/plans** | |
|  |  |
| **Other LEA initiatives/plans** | |
|  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **5: 21st Century Leadership for All Schools and Districts  Goals should be precise and measurable. See notes/guidelines regarding evaluation.** | | | | |
| **Suggested Goals/Targets** | **Year 1  July 1, 2012 – June 30, 2013** | **Year 2 July 1, 2013 – June 30, 2014** | **Yearly Evaluation** | |
| **Evaluation Method(s)** | **DPI Use** |
| **Create and lead a vision for 21st century education** | <Activity>  <Responsible> | <Activity>  <Responsible> |  |  |
| **Create 21st century learning cultures** | <Activity>  <Responsible> | <Activity>  <Responsible> |  |  |
| **Prepare teachers and administrators to lead 21st century learning environments** | <Activity>  <Responsible> | <Activity>  <Responsible> |  |  |
| **Develop strategic partnerships with community and business to promote 21st Century learning.** | <Activity>  <Responsible> | <Activity>  <Responsible> |  |  |
|  | <Activity>  <Responsible> | <Activity>  <Responsible> |  |  |
|  | <Activity>  <Responsible> | <Activity>  <Responsible> |  |  |

**Appendix A: Policies and Procedures**

**<LEA/Charter Name> Technology Plan**

**Policy, Procedure, & Guidelines Implementation Chart**

|  |  |  |
| --- | --- | --- |
| **Policies, Procedures, & Guidelines** All Policies, procedures and guidelines should be updated to include the fundamentals of 21st Century Education and Information & Technology Skills. Policies should be translated into predominant languages of students and parents. Policies, procedures and guidelines should be displayed along with the STP and other referenced LEA/Charter plans. Make sure links have navigations that are user friendly. | **LEA Policy Code or Procedure** | **LEA Adoption, Implementation or Revision Date** |
| **Policies Required** |  | |
| A. Materials Selection Policy including internet resources ([GS §115c-98(b](http://www.ncga.state.nc.us/enactedlegislation/statutes/pdf/bysection/chapter_115c/gs_115c-98.pdf))) | Code Name/# | Month/Year |
| B. Disposal of Equipment / Replacement of Obsolete Equipment ([GS §115c-518](http://www.ncga.state.nc.us/enactedlegislation/statutes/pdf/bysection/chapter_115c/gs_115c-518.pdf)) | Code Name/# | Month/Year |
| C. Hardware and Software Procurement ([GS § 115c-522](http://www.ncga.state.nc.us/enactedlegislation/statutes/pdf/bysection/chapter_115c/gs_115c-522.pdf), [115c-522.1](http://www.ncga.state.nc.us/enactedlegislation/statutes/pdf/bysection/chapter_115c/gs_115c-522.1.pdf)) | Code Name/# | Month/Year |
| D. Copyright and Plagiarism Policy [(PL §94-553, 90 Stat. 2541](http://www.copyright.gov/title17/circ92.pdf)), | Code Name/# | Month/Year |
| E. Acceptable Use Policy ([PL §106-554](http://www.gpo.gov/fdsys/pkg/PLAW-106publ554/pdf/PLAW-106publ554.pdf)) (including existing 1:1, bring your own device) | Code Name/# | Month/Year |
| F. Equipment/Materials Donation Policy ([GS §115C-518](http://www.ncga.state.nc.us/enactedlegislation/statutes/pdf/bysection/chapter_115c/gs_115c-518.pdf)) | Code Name/# | Month/Year |
| G. Data Privacy Policy ([20 U.S.C. § 1232g; 34 CFR Part 99 (FERPA](http://ed.gov/legislation/FedRegister/finrule/2004-2/042104a.pdf))) | Code Name/# | Month/Year |
| H. Inventory Control Policy ([GS §115c-539](http://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/BySection/Chapter_115C/GS_115C-539.pdf), [115c-102.6A-C(5))](http://www.ncleg.net/enactedlegislation/statutes/html/bysection/chapter_115c/gs_115c-102.6a.html) | Code Name/# | Month/Year |
| I. Access to Services Policy ([GS §115c-106.2](http://www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/BySection/Chapter_115C/GS_115C-106.2.html)) | Code Name/# | Month/Year |
| J. Online Assessment and Instruction Policy | Code Name/# | Month/Year |
| K. Advertising and Commercialism Policy ([GS §115c-98](http://www.ncga.state.nc.us/enactedlegislation/statutes/pdf/bysection/chapter_115c/gs_115c-98.pdf)) (Procurement and gifts ethics) | Code Name/# | Month/Year |
| L. Internet Safety and Ethical Use including Cyberbullying and Harassment  ([Protecting Children in the 21st Century Act](http://transition.fcc.gov/Daily_Releases/Daily_Business/2011/db0819/FCC-11-125A1.pdf), [CIPA](http://www.usac.org/sl/applicants/step10/cipa.aspx), [FERPA](http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html), [GS 115C-407](http://www.ncga.state.nc.us/Sessions/2009/Bills/Senate/PDF/S526v5.pdf)) | Code Name/# | Month/Year |
| (Locally identified policies) |  |  |
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| **Procedures** |  | |
| A. Hardware and Software Deployment |  |  |
| B. Equipment maintenance and repairs |  |  |
| C. Outdated Resources and Equipment Replacement |  |  |
| D. Disaster Recovery of Data and Hardware |  |  |
| E. Administration of Online Courses |  |  |
| F. Administration of Online Assessment |  |  |
| (Locally identified procedures) |  |  |
|  |  |  |
| **Guidelines** |  | |
| A. Policy Translation |  |  |
| B. Use of Digital Media and Resources |  |  |
| C. Instructional Use of Videos |  |  |
| D. Development of Online Resources |  |  |
| (Locally identified guidelines) |  |  |
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